

SECTION F – VALIDATION POLICY

F.1 Indiana Administrative Code (General)

This Section contains promulgated Indiana Administrative Code (IAC) pertaining to Validation of records. IAC is written to provide a legal basis for the operation of IDACS and also to provide standardization and guidance for users of the System. This section also includes other miscellaneous rules, policies, and procedures.

The most recent revision to IAC pertaining to IDACS became effective on September 6, 1990.

This section in the IDACS Manual is being updated with new information on June 17, 2003.

F.2 240 IAC 5-2-7 Validation of records

Authority: IC 10-1-1-3; IC 10-1-2.5-7

Affected: IC 4-1-6-7; IC 10-1-2.5

Sec. 7. (a) All IDACS user agencies shall validate, on a periodic basis, as prescribed to the user agency by IDACS, all IDACS wanted records entered on their authority. Validation of records shall be in conformity and compliance with rules set forth by IDACS.

(b) Validation obligates the originating agency to confirm the record is COMPLETE, ACCURATE and is still OUTSTANDING or ACTIVE.

(c) Validation is accomplished by reviewing the original entry and current supporting documents and by recent consultation

with any appropriate complainant, victim, prosecutor, court, motor vehicle registry files, or other appropriate source or individual. In the event the originating agency is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority shall make a determination based on the best information and knowledge available whether or not to retain the original entry on file.

(d) To ensure the validity of IDACS and NCIC records, administrative controls shall be maintained which will result in prompt updating for the benefit of system users. Agencies entering records in IDACS and/or NCIC are solely responsible for their accuracy, timeliness, and completeness. Only by conscientious validation of records can users remain assured the integrity of the system is being upheld, and inquiring officers can rely on the information in IDACS and NCIC.

(e) The Indiana control terminal (Indiana state police) is responsible to the national network (NCIC). Control terminal responsibilities are as follows:

(1) Monitor system use

(2) Enforce discipline

(3) Assure system procedures and policies are met by all users.

(f) Maintain validation schedule as established by NCIC/IDACS.

(g) Procedures for documentation are as follows:

(1) Each agency shall receive a validation printout in compliance with the validation

schedule.

(2) It shall be the responsibility of the originating agency IDACS coordinator to cause each record to be processed according [sic.] subsection (c) and to ensure that any errors are corrected, inactive records are removed, and active records are kept in the system by submitting the appropriate validation transaction.

(h) Any record not appropriately validated within the authorized validation period, shall be removed automatically from IDACS/NCIC.

(i) An agency that allows IDACS to purge inactive or unwanted records from the wanted files shall be subject to sanction.

(#) Terminal agencies should make any additions, corrections, or deletions necessary to each record based on a review of the supporting documents. Each record must then be validated with the appropriate transaction in order to have it remain in file.

F.3 Validation Schedule

Month	Records Involved
January	October Entries
February	November Entries
March	December Entries
April	January Entries
May	February Entries
June	March Entries
July	April Entries

August	May Entries
September	June Entries
October	July Entries
November	August Entries
December	September Entries

F.4 IDACS Automated Validation Notification

- ~~1. The Information Services Division of the Indiana Department of Administration (ISD) will print a validation report of the IDACS Wanted (Hot) Files on or about the twentieth day of each month.~~

- ~~2. This report will only contain those active records as listed in Section F.3 above. For example: The printout labeled MARCH VALIDATION REPORT will contain those records entered in the months of December of the current and all preceding years. This listing is not based on the date of theft, but rather the date of entry.~~

- ~~3. The report will be sorted and printed (1) according to the ORI of record and (2) according to the file in which they are stored, i.e., all stolen licenses together, all stolen vehicles together, etc. This will enable agencies to cut the printout apart for distribution to specialized area within their department.~~

- ~~4. A portion of the bottom of page one of each ORI's report contains an area "COMPLETED BY _____
DATE _____".~~
~~This is intended for a signature by the person responsible for completion of this report. It is not a requirement that this area be completed. It was added to the report at the request of a few terminal agencies who wanted a place to record which non-terminal agency representative completed the report.~~

- ~~5. The IDACS Section will mail the report directly to each agency along with a cover letter reminding agencies of the proper~~

validation procedures.

~~F.5 Local Agency Validation Procedures~~

~~1. In most cases, the printout should be received by agencies a few days before the start of the validation month. However, if you have not received a printout by about the 5th day of the validation month, check the on-line help file "**INVALHELP**" to determine if you were supposed to receive one. If the file lists your ORI, contact the IDACS Section for another copy of the report.~~

~~2. Upon receipt of the printout, agencies should begin their local validation procedures in accordance with 240 IAC 5-2-7.~~

3. Terminal agencies should make additions, corrections, or deletions necessary to each record listed on the report. Each record must then be validated with the appropriate transaction in order for the record to be retained in file.

4. Non-Terminal Agencies should contact the terminal agency who handles IDACS traffic for them to make the necessary additions, corrections, deletions, or validations.

5. Regardless of whether or not your agency has a terminal, it is imperative that you take action on each record listed on the report. **DO NOT LEAVE UNWANTED RECORDS IN FILE FOR THE AUTOMATED PURGE PROCESS TO REMOVE THEM!**

6. It is extremely important that these procedures be followed. A missed hit condition caused by failure to validate properly could jeopardize an officers safety. It also places yourself and your agency in a liability situation. Agencies who fail to abide by these rules are also subject to sanction.

7. Validation procedures must be formalized and copies of these procedures must be on file for review during an IDACS or NCIC audit.

F.6 ON-LINE Validation Transactions

~~1. On the first day of the month specified on the printout at 0001 hours on-line validation transactions can begin. These transactions can be accomplished until the last day of the month at 2359 hours. Each record that is to remain in file must have a validation transaction submitted. This transaction will update the VAL Field in each record with the last digit of the current year. Edits will only allow these updates during the specified month. For example: Only records from the April report can be validated during the month of April. Edits will reject validation transactions on records from any other month.~~

- 1. The Open Fox Switch will generate an initial notification transaction to each ORI that has records in the system requiring validation. It is the responsibility of the terminal agency to forward these records to the non-terminal agency for validation.**
- 2. Each ORI that does not complete their validation will receive an additional notification 20, 5 and 2 day's before validations are due.**
- 3. Terminal agencies are responsible for the on-line validation processing of returned records, for non-terminal agencies they support.**
4. Automated Notification Message.

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MFOX
04/21/03 1105
INISP0010

THIS MESSAGE SUMMARIZES THE RECORDS REQUIRING VALIDATION
BY YOUR AGENCY WITHIN 30 DAYS OF THIS NOTICE.

MISSING PERSON	2
STOLEN GUN	19
STOLEN LICENSE PLATE	2
STOLEN PART	3
STOLEN VEHICLE	15
WANTED PERSON	641

TOTAL	682
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*** END OF RESPONSE***

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5. The QVAL transaction (Message Key) is executed to retrieve
the summary of records that require validation by an ORI.
The general format of the message will follow the NCIC
guidelines.

6. Miscellaneous Inquiry (Screen 029)

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029 MISCELLANEOUS INQUIRY

OID/

ENT/
DIS/ IN
MKE/ QVAL
ORI/ ISP0010

INQUIRY INFORMATION:

TXT/ FIL/STATUS_____

NOTE: USE THIS SCREEN WITH THE FOLLOWING MESSAGE KEYS
ACQ, AQ, ATQ, AVQ, CAQ, CBQ, CGQ, CSQ, DNQ, FQ, FQC, FQN,
GQ, IAQ, IQ, HQ, LQ, MQ, NAQ, NIQ, QVAE, QVAL, RNQ, SQ,
UQ, VQ, WQ, XQ

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7. The QVAL transaction provides the following capabilities:

- a. Retrieve status on records requiring validation
by file type.
- b. Retrieve the \$C detail to be validated. (**NOTE:**
\$C (DC_TABLE) is a list of records due for
validation.)

8. Regional Computer System Message Format for above:

NM.1234..IN.QVAL.ISP0002.FIL/STATUS

9. QVAL Response

- a. The response returned for the FIL/STATUS option is the same as provided in the ORI notification message reflecting the current status of the records requiring validation.

10. QVAL Notification Response

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MFOX
04/21/03 1105
INISP0010

THIS MESSAGE SUMMARIZES THE RECORDS REQUIRING VALIDATION
BY YOUR AGENCY WITHIN 30 DAYS OF THIS NOTICE.

MISSING PERSON	2
STOLEN GUN	19
STOLEN LICENSE PLATE	2
STOLEN PART	3
STOLEN VEHICLE	15
WANTED PERSON	641
 TOTAL	 682

*** END OF RESPONSE***

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11. Query Validation - Detail

- a. The QVAE transaction is used to specify the type and number of records to be returned for validation processing at the workstation.

b. Miscellaneous (Screen 029)

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029

MISCELLANEOUS INQUIRY

OID/

ENT/

DIS/ IN

MKE/ QVAE

ORI/ 0790000

INQUIRY INFORMATION:

TXT/ FIL/M.DAT/0001-0002_____

NOTE: USE THIS SCREEN WITH THE FOLLOWING MESSAGE KEYS

ACQ, AQ, ATQ, AVQ, CAQ, CBQ, CGQ, CSQ, DNQ, FQ, FQC, FQN,

GQ, IAQ, IQ, HQ, LQ, MQ, NAQ, NIQ, QVAE, QVAL, RNQ, SQ,

UQ, VQ, WQ, XQ

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c. **FIL** - File Type - The file type requested,
W (wanted), V (vehicle), etc.

d. **DAT** - #### to retrieve #### records of type
specified.

12. The response will return the specified records that have not been validated.

13. Regional Computer System Message Format for above:

NM.1234..IN.QVAE.ISP0002.FIL/M.DAT/0001-0002

14. QVAE Response(s)

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MFOX
04/21/03 1108
INISP0010

**\$C
MKE/EMOC
ORI/IN0790000
NAM/SOTO,JEFFREY L
SEX/M
RAC/W
DOB/19790428
HGT/602
WGT/120
EYE/BRO
HAI/BLK
DLC/20011104
OCA/2001-5149
MIS/FLED SECURE DETENTION WABASH VALLEY HOSPITAL
IDX/M013080350
DIFFERENT MFCS:

MSG WAITING

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- a. *NOTE: : It is recommended the maximum number of records requested on a QVAE request is twenty (0001-0020). Requesting more than twenty may cause the system to become incapacitated.*

15. Validation Transaction (Screen 181)

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181

ON-LINE VALIDATION

OID/

ENT/

MKE/ M

ORI/

RECORD TO BE VALIDATED:

IDX/

OCA/

VLN/

NIC/

VLN AND NIC ONLY VALID FOR MKE/MXS

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- a. Format Instructions

The above example shows a validation for a wanted person record. The MKE/ will always contain the first character of M. When the cursor stops to the right of the M, place the character that corresponds to the file you are working on (V - vehicles, S - securites, etc.). The ORI/ should be filled with the ORI of the record. The IDX/ should be filled with the IDX Number of the record. The OCA/ should be filled with the case number of the record. ~~The VAL/ will contain the last digit of the current year. Depress the ENTER key.~~ VLN/ should be the name of responsible party. (Last name-comma-no space- first name). The NIC/ is only valid for Sex Offender validations. When used, IDX/ must be blank.

b. Regional Computer Center Data Stream

NI.1234...MW.0450700.W932345678.OCA/93-12345.VAL/5

c. IDACS Responses

~~Only a~~ An IDACS and NCIC response will be received. It is similar to a modify confirm. If the response is not positive, i.e. NO RECORD FOUND, you should investigate why. Many times the IDACS Section has investigated comments concerning this response only to find out that the IDX number or OCA number was mis-typed. Make an inquiry on the record by LIC, VIN, NAM & DOB or other identifier in an attempt to confirm that indeed the record is no longer on file.

F.7 Automated Purge and Notification

1. Those records due for validation that are not updated by 2359 hours on the last day of the month will be automatically purged from IDACS/ NCIC. The purge will take place on the first Tuesday, after the first Monday, except holidays, of the next month. An

automated purge notice will be sent to the responsible terminal for the record(s). Terminal agencies should notify non-terminal agencies of any non-validated record purges.

2. Purge Notice Example

NOTE AVAILABLE AS OF THIS REVISION

An NCIC cancel notice will also be received by the terminal.

3. Purge Report

The IDACS Section is provided with a listing of all the records purged from the system due to non-compliance with the validation procedure. This printout will be maintained by the IDACS Section for a minimum of twelve months and be reviewed periodically by the System Coordinator and Security Officer to identify agencies that continually have records purged.

04-21-2003